

**BLABY DISTRICT COUNCIL
Forward Plan
FOR THE PERIOD: November 2023 – February 2024**

What is the Plan?

It is a list of the Key Decisions to be taken by the Cabinet Executive during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Cabinet Executive is to be held. The Plan is available to view at the Council's main offices in Narborough, or on the Council's website, www.blaby.gov.uk.

What is a Key Decision?

Definition of a key decision as detailed in Part 2 Article 11 of the Council's Constitution:

- (i) Is, in value, worth more than £50,000 of the annual revenue budget for the service or function or of the capital allocation to the scheme concerned, or
- (ii) Has a significant impact because it either:
 - Affects individuals or organisations outside the District;
 - Affects individuals or organisations in more than one Ward; or
 - Will have a long term (more than 5 year) or permanent effect on the Council or District
- (iii) Involves significant changes to the policy and budget framework (involves the adoption or amendment of a policy or strategy or to the budgets which the Executive has the power to adopt).

Who makes Key Decisions?

Under the Council's constitution, Key Decisions are made by:

- Cabinet Executive
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers. (it is rare for any decision delegated to an officer to be a Key Decision)

Are only Key Decisions published on the Plan?

The Council has a statutory obligation to publish Key Decisions in the Plan. However, the Council has voluntarily decided to list non-key Cabinet Executive and Council decisions as well. To clarify matters, Key Decisions will be identified on the Plan with a Yes, non-key decisions with a No.

What does the List tell me?

The List gives information about:

- Upcoming Key and Non-Key Decisions (identified by **Yes** or **No** next to them)
- Whether the decision will be made in public or private.
- When decisions are likely to be made.
- Who will make these decisions.
- Who you can contact for further information.

Who are the members of the Cabinet Executive?

The members of the Cabinet Executive and their areas of responsibility are:

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| • Cllr. Terry Richardson | Leader of the Council & Cabinet Executive |
| • Cllr. Maggie Wright | Deputy Leader and Finance, People & Performance |
| • Cllr. Nigel Grundy | Neighbourhood Services & Assets |
| • Cllr. Les Phillimore | Housing, Community & Environmental Services |
| • Cllr. Ben Taylor | Planning Delivery and Enforcement & Corporate Transformation |

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What is the role of Overview and Scrutiny?

The Council's Scrutiny Commission's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet Executive and hold them to account and to consider any matter affecting Blaby District or its citizens. Dates of these meetings can be found on the Council's website.

Who do I contact, and how?

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 0116 275 0555.

Request to view Background Papers

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at, Blaby District Council, Desford Road, Narborough, Leicestershire, LE19 2EP. Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

Submission of Additional Documents

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Cabinet Executive for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

Confidential and Exempt Information

This list may also include items to be considered which contain confidential or exempt information, but will not disclose any detail of a confidential or exempt nature. Such items will be identified with '(Exempt)' in the report title.

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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November 2023

<u>Establishment 2023/24 and 2024/25</u> To provide members with an update in respect of the 2023/24 establishment budget, and to set out the proposed establishment budget for 2024/25.	None	Cabinet Executive	6 November 2023	Yes	27 October 2023 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public
<u>Quarter 2 Budget Review 2023/24</u> The report gives Members an overview of the financial performance against the budget for the second quarter of 2022/23.	None	Cabinet Executive	6 November 2023	Yes	27 October 2023 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Imposing financial and publication penalties - The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (MEES Regulations)</u> This policy is to establish how Blaby District Council will take action against landlords in respect of the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 (MEES Regulations). The policy will details when such penalties should be levied as well as the amounts depending on the circumstances of each case.	The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015	Cabinet Executive	6 November 2023	Yes	27 October 2023 Councillor Les Phillimore Phil Fasham, Environmental Health Manager	Public
<u>Legal Services Structure</u> Structure of the Legal Services Team within Corporate Services	None	Cabinet Executive	6 November 2023	No	27 October 2023 Councillor Terry Richardson Louisa Horton, Corporate Services Group Manager & Monitoring Officer	Public

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Planning Enforcement Policy</u> This report presents the new Planning Enforcement Policy for consideration	None	Cabinet Executive	6 November 2023	No	27 October 2023 Councillor Ben Taylor Jonathan Hodge, Planning Enforcement Manager	Public
<u>'Transforming Blaby Together' Strategy</u> To agree the 'Transforming Blaby Together' strategy. Encompassed within this will be our Transformation, Customer, People and Equalities, Diversity and Inclusion (EDI) approaches/strategies.	None	Cabinet Executive	6 November 2023	No	27 October 2023 Councillor Ben Taylor, Councillor Maggie Wright Lisa Boland, Service Transformation Group Manager	Public
<u>Senior Management Structure</u> This report proposes changes to the Senior Management Structure at the Council, to ensure that we able to deliver our ambitious corporate plan and ensure Blaby District is a great place to live, work and visit.	None	Cabinet Executive	6 November 2023	No	27 October 2023 Councillor Terry Richardson	Public

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Contaminated Land Strategy</u> To update the Council's Contaminated Land Strategy following consultation.	Contaminated Land Strategy	Cabinet Executive	6 November 2023	Yes	27 October 2023 Councillor Les Phillimore Anna Farish, Environmental Services Manager	Public
<u>The Serious Violence Statutory Duty</u> To outline the requirements of the Duty, describe the LLR approach to the Duty and update elected members as to Blaby's current position in regards to compliance with the Duty	None	Cabinet Executive	6 November 2023	Yes	27 October 2023 Councillor Les Phillimore Rebecca Holcroft, Community Services Manager	Public

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Mid Year Treasury Management Monitoring Report</u></p> <p>To provide members with an update on the Council's treasury activities for the half year ended 30th September 2023, and the economic factors which have affected those activities.</p> <p>To demonstrate compliance with the Council's prudential indicators which were approved in February 2023.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>6 November 2023</p> <p>28 November 2023</p>	No	<p>Cabinet Executive: 27 October 2023</p> <p>Council: 17 November 2023</p> <p>Councillor Maggie Wright</p> <p>Nick Brown, Finance Group Manager</p>	Public
<p><u>Quarter 2 Capital Programme Review 2023/24</u></p> <p>The report provides Members with an update on expenditure against the Capital Programme for the quarter ending 30th September 2023.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>6 November 2023</p> <p>28 November 2023</p>	No	<p>Cabinet Executive: 27 October 2023</p> <p>Council: 17 November 2023</p> <p>Councillor Maggie Wright</p> <p>Katie Hollis, Accountancy Services Manager</p>	Public

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Leicestershire ICT Partnership - Future Arrangements</u> To provide members an update on the current ICT position and proposed key next steps for consideration	Blaby District Council Report 14th December 2010 - Recommendations to Cabinet Executive - Provision of ICT Services Blaby District Council Report 18th April 2023 - Leicestershire ICT Partnership - Future Governance Arrangements	Cabinet Executive Council	6 November 2023 28 November 2023	No	Cabinet Executive: 27 October 2023 Council: 17 November 2023 Councillor Ben Taylor Lisa Boland, Service Transformation Group Manager	Private

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Polling District, Places & Stations Review</u></p> <p>To seek approval for the revised schedule of polling districts, polling places and polling stations as a result of the compulsory review of polling districts, polling places and polling stations.</p>	<p>The Electoral Commission Polling District Review Guidance https://www.ectoralcommission.org.uk/reviews-polling-districts-polling-places-and-polling-stations</p> <p>Boundary Commission for England parliamentary constituency boundary recommendations https://boundarycommissionforengland.independent.gov.uk/2023-review/</p>	Council	28 November 2023	No	<p>17 November 2023</p> <p>Councillor Terry Richardson</p> <p>Katie Brooman, Elections and Governance Manager</p>	Public.

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Member Development Strategy 2023-2027</u> That the Member Development Strategy is approved.	None	Council	28 November 2023	No	17 November 2023 Councillor Terry Richardson Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	
<u>Corporate Plan 2024 - 2028</u> To seek approval for the Corporate Plan 2024 – 2028.	None	Council	28 November 2023	No	17 November 2023 Councillor Terry Richardson Julia Smith, Chief Executive	Public

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<u>Developer Contribution Supplementary Planning Document consultation</u> To seek approval from Council to consult on the Developer Contributions SPD. The SPD sets out how the Council will use its powers to ensure that new development contributes to the necessary provision of services, facilities and infrastructure needed to support the District's residents and communities	Habitat Regulation Assessment Strategic Environmental Assessment Screening Equality Impact Assessment	Council	28 November 2023	No	17 October 2023 Councillor Ben Taylor Vicky Chapman, Development Strategy Manager	Public
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January 2024

<u>Council Tax Base 2024/25</u> The purpose of this report is to set the Council Tax Base for the 2024/25 year so that in February, Council will be able to use this information and set the Council Tax for the year. The report also seeks approval to set aside 'special items' of expenditure under Section 34 and 35 of the Local Government Finance Act 1992.	None	Cabinet Executive	15 January 2024	Yes	5 January 2024 Councillor Maggie Wright Sarabjit Khangura, Council Tax Income and Debt Manager	Public
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<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>National Non Domestic Rates Base 2024/25</u> The Local Government Finance Act 2012 requires local authorities to set an annual National Non-Domestic Rate Base, otherwise known as the Business Rates Base. The Base must be set by 31st January ahead of the forthcoming financial year.	None	Cabinet Executive	15 January 2024	Yes	5 January 2024 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public
<u>Quarter 3 Treasury Management Update 2023/24</u> The report updates Members on the treasury management activities up to 31st December 2023, and performance against the approved prudential indicators.	None	Cabinet Executive	15 January 2024	Yes	5 January 2024 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public
<u>Lightbulb Delivery Document 2024 to 2029</u> To agree the delivery document detailing how Blaby District Council will run Lightbulb from April 2024.	None	Cabinet Executive	15 January 2024	Yes	5 January 2024 Councillor Nigel Grundy Teresa Neal, Business, Partnerships and Health Improvement Group Manager	Public

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<u>Parks and Open Spaces Strategy</u> This document sets out how the Council intends to manage the parks and open spaces that it is responsible for including a series of management plans for each key site.	None	Cabinet Executive	15 January 2024	Yes	5 January 2024 Councillor Nigel Grundy Paul Coates, Neighbourhood Services & Assets Group Manager	Public
<u>Place Vision/Narrative</u> Approval of a place narrative for the Blaby District which will provide a shared vision of how organisations across the district will shape our future.	None	Council	30 January 2024	No	19 January 2024 Councillor Terry Richardson Julia Smith, Chief Executive	Public

February 2024

<u>Quarter 3 Budget Review 2023/24</u> This report gives Members an overview of the financial performance against the budget for the third quarter of 2023/24.	None	Cabinet Executive	26 February 2024	Yes	16 February 2024 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public
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<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Quarter 3 Capital Programme Review 2023/24</u> This report provides Members an update on expenditure against the Capital Programme for the third quarter of 2023/24.	None	Cabinet Executive	26 February 2024	Yes	16 February 2024 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public
<u>Schedule of Charges 2024/25</u> This report lays out the proposed fees and charges for the financial year commencing 1st April 2024.	None	Cabinet Executive	26 February 2024	Yes	16 February 2024 Councillor Maggie Wright Katie Hollis, Accountancy Services Manager	Public

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Prudential Indicator & Treasury Management Strategy 2024/25</u> This report lays down the guidelines and rules that Officers are required to follow when making decisions to borrow or when investing Council funds. Such decisions are made daily under delegated authority. The report outlines the Council's prudential indicators for 2024/25 to 2028/29 and sets out the expected treasury management activities for that period. The report also sets out the financial institutions the Council may invest in, the maximum investment level and the periods over which the investments can be made.	None	Cabinet Executive Council	26 February 2024 27 February 2024	No	Cabinet Executive: 16 February 2024 Council: 16 February 2024 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>5 Year Capital Programme 2024/25 to 2028/29</u></p> <p>This report sets out the Council's proposed Capital Programme and resources for the next five financial years commencing in 2024/25. The Capital Programme covers our planned expenditure on the acquisition, construction and/or enhancement of non-current assets, i.e., those assets with a useful life of greater than one year.</p> <p>The report also presents the Council's updated Capital Strategy in accordance with the requirements of the Prudential Code.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>26 February 2024</p> <p>27 February 2024</p>	No	<p>Cabinet Executive: 16 February 2024</p> <p>Council: 16 February 2024</p> <p>Councillor Maggie Wright</p> <p>Nick Brown, Finance Group Manager</p>	Public
<p><u>General Fund Budget Proposals 2024/25</u></p> <p>The report sets out the Council's General Fund budget proposals for the forthcoming financial year. This includes details of the financial settlement that will support service delivery, and a high level summary of planned expenditure by portfolio. The Council holds a number of reserves that it can draw upon to fund future expenditure. The level of reserves is noted within this report, along with an update of the Medium Term Financial Strategy.</p>	None	<p>Cabinet Executive</p> <p>Council</p>	<p>26 February 2024</p> <p>27 February 2024</p>	No	<p>Cabinet Executive: 16 February 2024</p> <p>Council: 16 February 2024</p> <p>Councillor Maggie Wright</p> <p>Sarah Pennelli, Executive Director - S.151 Officer</p>	Public

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Council Tax 2024/25</u> The Council is required to set out the total amount that needs to be raised from the collection of Council Tax in the forthcoming year. This is known as the Council Tax Requirement for Blaby District Council and forms part of the funding towards the services provided by the Council. The report sets the amount of Council Tax charged to each household in the district.	None	Cabinet Executive Council	26 February 2024 27 February 2024	No	Cabinet Executive: 16 February 2024 Council: 16 February 2024 Councillor Maggie Wright Nick Brown, Finance Group Manager	Public